



Town of Rutland, Vermont

Town Security Camera Policy

Adopted 2/27/2024

PURPOSE.

The purpose of this policy is to regulate the use of security cameras to protect the legal and privacy interests of the Town of Rutland, the community at large and Town employees while concurrently assisting in the protection of safety in and property of municipal buildings owned by the Town.

The primary use of security cameras will be to record images for future identification, investigation, and possible prosecution related to illegal and/or criminal activity and actions.

GENERAL POLICY.

The Town of Rutland is committed to establishing and maintaining a workplace that is secure and safe for employees, Town officials and the community at large. To enhance this commitment, the Town may install and utilize security cameras. The cameras will be used in a professional, ethical, and legal manner consistent with all existing Town policies, as well as State and Federal laws. Camera use will be limited to situations that do not violate the reasonable expectation of privacy as defined by law.

POLICY GUIDELINES AND PROCEDURES.

- A. Security cameras shall only be installed under the authority of the Select Board.
- B. The Department Heads and/or their designee shall coordinate the installation of security cameras within buildings used by their departments. The Chief of Police can advise as to the type and location of security cameras.
- C. Placement of cameras shall only be considered for the security and safety of employees and the customers or for legally mandated reasons. Cameras shall never be placed in areas where privacy would normally be expected. Camera placement must take into consideration any confidential material that could be visible.
- D. Any building where cameras are located upon or in shall have a statement placed conspicuously at each entrance to the building notifying citizens of the presence of audio and/or video recording equipment.
- E. Public display of live video from security cameras is not permitted.
- F. Viewing of recorded video shall be limited to the following:
 1. Select Board Members, Town Administrative Assistant, Police Department employees.
- G. Video recordings shall be maintained and retained by each Department according to the following schedule:

1. External Building Cameras: 14 Days minimum
2. Internal Building Cameras: 14 Days minimum

It shall be the responsibility of the Town Administrative Assistant to ensure that all recordings are kept secure and shall permit no individual unless those stipulated herein to view recorded material.

In the event of a law enforcement investigation, or in the event of an active claim / investigation for insurance purposes, video recordings may be retained for periods of time longer than time limits specified herein.

- H. When an incident is suspected to have occurred, the Department Head shall immediately take steps to ensure that any video recording of the incident is preserved pending investigation and shall provide investigative personnel with access to video recordings as requested.
- I. When an incident is suspected to have occurred, designated personnel herein may review the images from security camera data/recordings. Any suspicion of illegal or criminal activity shall be immediately referred to the Rutland Town Police Department.
- J. Video recordings shall not be copied or removed except in relation to an ongoing investigation. Investigative personnel and Department Heads are authorized to copy and remove video recordings from town security cameras.
- K. Passwords to access video recorders shall be maintained on a master list and kept in the vault at town hall.

VIOLATIONS & PENALTIES.

Any person who may violate the terms and conditions of this policy may be subject to disciplinary action, up to and including termination.

ADOPTION,

The foregoing Policy is hereby adopted by the Select Board of the Town of Rutland Vermont, this 27th day of February 2024 and is effective as of this date until amended, modified, or repealed by a subsequent Board.

The Town of Rutland Select Board

Mary Ashcroft, Chair	_____
Joseph Denardo, Clerk	_____
Sharon Russell	_____
Kurt Hathaway	_____
Matt Getty	_____